

# INSTALLING THE Citrix Receiver on an iPad

Legislative Staff Portal

Legislative Printing, Information & Technology Systems

To use the Legislative Staff Portal on your iPad, you must first install the Citrix Receiver. To Install:

1. Tap the **Safari** icon



on your iPad.

2. Go to **www.scstatehouse.gov**

3. Tap the link to the **Staff Portal**



4. Click **Begin the Installation**

#### Legislative Staff Portal Citrix Receiver Installation (detailed instructions below)

- Use the 'Safari' app. This installation process is optimized for use with the 'Safari' app.
- Tap 'Begin the Installation' below to go to App Store
- Tap Install to install the 'Citrix Receiver' app
- **DO NOT TAP OPEN** after the 'Citrix Receiver' app is installed
- Return to the 'Safari' app to continue the installation process

**Begin the Installation**



You will be taken to the App Store and the **Citrix Receiver** installation will appear.

5. Tap the **INSTALL** button



6. Wait for the **Citrix Receiver** App to install, then **Close out of the App store**

**DO NOT TAP THE OPEN** button when the installation is complete.



7. **Open Safari.** Tap the link to:

- Use the Legislative Staff Portal

**Configure the Citrix Receiver app for connection to the SC Statehouse citrix portal.**



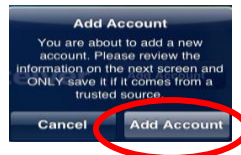
To request assistance, call LPITS Help Desk at **803-212-4420**. 8:30 am - 5:00 pm /M-F

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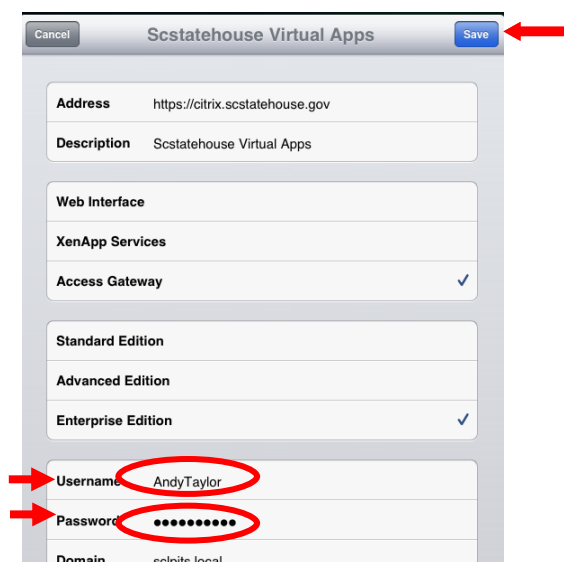
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8. Tap the **Add Account** button



9. Type Your **LPITS Network username** (no spaces) and your **LPITS Network password**.  
(Remember: Your password is case-sensitive).



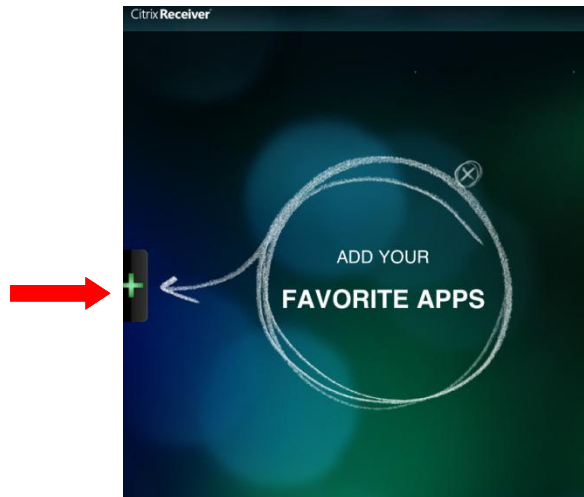
10. Click the  button.

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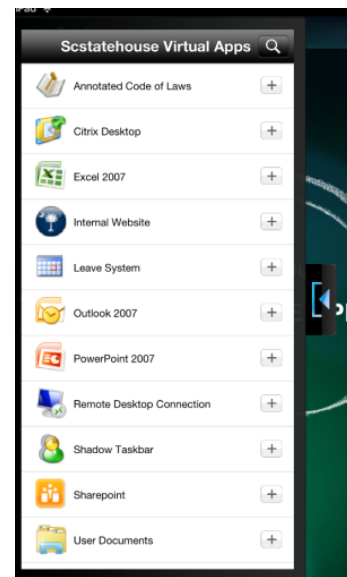
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The **Legislative Staff Portal (LSP)** home screen will be displayed.



Tap the green plus sign to see the available apps.



11. Click the **+** symbol next to the app(s) to add them to your LSP workspace. The app will be added to your workspace and a green check **✓** will confirm that the app has been selected.
12. You may open an app by tapping it in this list or from your LSP workspace
13. **To delete an app from your workspace:** Tap and hold until an **X** appears in upper left corner of the icon. Tap the **X** to delete the app.

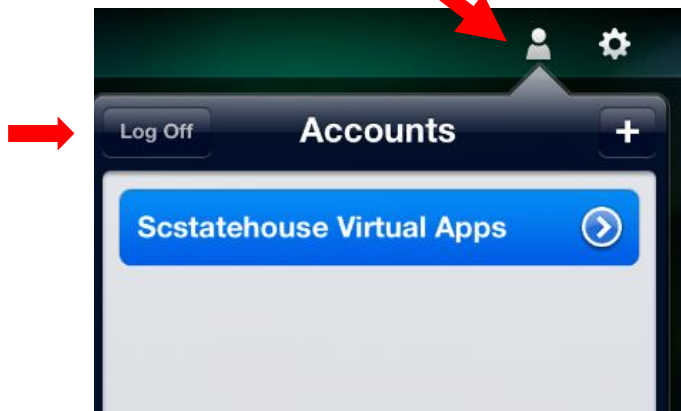
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## ***To Disconnect from the Legislative Staff Portal***

*Tap the person icon in the upper right hand corner of the screen*



*Select Log off and you will see this message*



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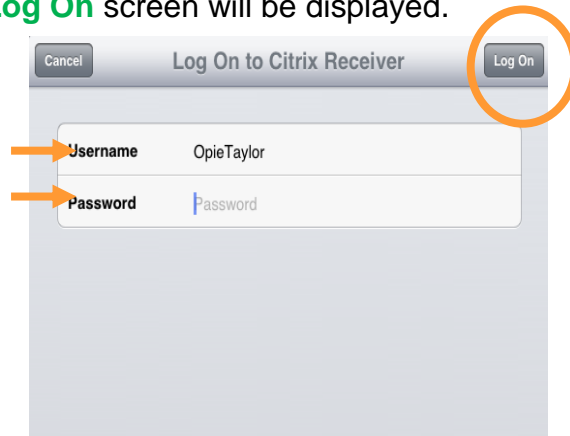
## *To Log back on to the Legislative Staff Portal*

Tap the Citrix Receiver app on your iPad



1. Select the program you would like to use (i.e., Word, Outlook, etc)

The **Log On** screen will be displayed.

The image shows a screenshot of the 'Log On to Citrix Receiver' screen. The screen has a light gray background. At the top, there is a title bar with 'Cancel' on the left, 'Log On to Citrix Receiver' in the center, and 'Log On' on the right. Below the title bar, there are two input fields. The first field is labeled 'Username' and contains the text 'OpieTaylor'. The second field is labeled 'Password' and contains the text 'Password'. Both fields have orange arrows pointing to them from the left. The 'Log On' button in the top right corner is circled in orange.

2. Type your **LPITS Network Username** and **password**
3. Tap the **Log On** button.